

Job Opportunity Bulletin

Post Date: SEPTEMBER 1, 2017

COMMUNITY PROGRAM SPECIALIST II

Salary Ranges: \$4,784 - \$5,988
Permanent, Full-Time

FINAL FILING DATE: UNTIL FILLED

We will consider candidates from the **Associate Governmental Program Analyst** eligibility list; however, the classification will be a CPS II.

JOIN THE DDS TEAM!

For information about the
**DEPARTMENT OF
DEVELOPMENTAL SERVICES**

Please visit our website at
www.dds.ca.gov

Please refer to:

Position #: **472-486-8352-001**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Claudia Lutz
Number: (916) 322-7784
Email: claudia.lutz@dds.ca.gov

The Community Development and Housing Section (CDHS) is responsible for the day-to-day administration of the Community Placement Plan, housing programs, and Statewide Specialized Resource Service. Through these programs, CDHS assists regional centers to expand the development of resources in the community to ensure individuals with a developmental disability live in the least restrictive settings based on individualized preferences and needs.

For complete duties, please see the duty statement on the following page.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ The California Developmental Disabilities Service system.
- ❖ Excellent oral and written communication and interpersonal skills.
- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/ prioritize workload to meet demands.
- ❖ Proficient in Microsoft Word, Excel, and Outlook.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority. Please include on your application the position **#472-486-8352-001** and the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification). If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs. Candidates using their AGPA eligibility must meet the MQs for **both** classifications.

If it is determined that an applicant does not meet the MQs of the classifications, the applicant will not be considered and may be withheld from the eligible list.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

**COMMUNITY SERVICES DIVISION
OFFICE OF COMMUNITY OPERATIONS
COMMUNITY DEVELOPMENT AND HOUSING SECTION**

DUTY STATEMENT

JOB TITLE: Community Program Specialist II

POSITION #: 472-486-8352-001

POSITION DESCRIPTION: The Community Development and Housing Section (CDHS) is responsible for the day-to-day administration of the Community Placement Plan (CPP), housing programs, and Statewide Specialized Resource Service (SSRS) authorized in Welfare and Institutions Code section 4418. Through these programs, CDHS assists regional centers to expand the development of resources in the community to ensure individuals with developmental disabilities live in the least restrictive settings based on individualized preferences and needs.

The CPS II is responsible for a wide range of programmatic, analytical, and research duties related to the Community Program Plan (CPP). The position duties related to CPP include, but are not limited to, the development and monitoring of overall CPP for assigned regional centers, acting as the main contact between regional centers and the Department, management of data to track and monitor CPP-related funding requests and projects. This position also monitors activities related to housing development as part of CPP, including but not limited to, review of the CPP housing proposals submitted by regional centers and oversight of the completion of the milestones related to housing projects, i.e., predevelopment, acquisition, renovation, construction, licensing, occupancy, etc. The incumbent responds to inquiries from regional centers and provides technical assistance, as needed.

The position also may assist with the implementation of SSRS and the federal Department of Housing and Urban Development Project-based Rental Assistance (HUD PRA) housing program. For SSRS, the position collaborates and coordinates with regional centers, the Regional Resource Development Project (RRDP), and DDS headquarters staff regarding referrals and available resources. For HUD PRA, the position collaborates with other state agencies to exchange information and review proposals by housing developers.

SUPERVISION EXERCISED: None. The incumbent is expected to keep CDHS management informed about significant issues and changes in policies and procedures.

SUPERVISION RECEIVED: The position is under the Community Program Specialist IV in CDHS.

EXAMPLES OF DUTIES:

Essential Job Functions:

20% As a liaison for the CPP program between regional centers and the Department, exchanges critical program and consumer information. For assigned regional centers, takes a lead role for all CPP-related activities, including review of overall submitted CPP and CPP housing projects. Acts as a back-up liaison to regional centers, when assigned liaison staff are not available.

- 20% Collects, organizes, maintains, and analyzes information provided by the regional centers. Reviews project and consumer data reports in the CPP database to evaluate community placements and the development of community resources. Documents program notes related to CPP for assigned regional centers. Makes recommendations on proposed CPP projects and funding requests to CDHS management.
- 20% Prepares, composes, and reviews written correspondence, program documentation, reports, budget proposals, and additional reports as required. Facilitates program implementation as a liaison to other contractors/stakeholders in the community on program matters and barrier resolution.
- 10% As a liaison for the HUD PRA program exchanges critical program and consumer information among regional centers and other State agencies, such as the Department of Health Care Services (DHCS) and Department of Housing and Community Development (HCD). Assists with the review of submitted proposals by housing developers. Participates in team meetings to implement the program statewide.
- 10% Obtains and updates information in the SSRS database. Collects and reviews information submitted by regional centers and RRDP staff. Runs data queries, verifies the integrity of the data, and helps create/maintain monthly reports and annual Legislative report. Documents ongoing notes related to SSRS program referrals.

Marginal Job Functions:

- 10% Provides expert technical assistance and training to regional centers and other agencies such as DHCS, HCD, California Housing Finance Agency, Association of Regional Center Agencies on the Department's initiatives, including but not limited to, CPP, the submission of housing proposals, specific requests for project acquisition and renovation funded under CPP, SSRS, and HUD PRA. Conducts site visits, and coordinates or participates in panel presentations and tele- or video conferences. Responds to telephone and written requests for information or assistance concerning the Department's initiatives, including CPP and housing, to provide accurate information to the requestor.
- 10% Attends meetings or conferences, and participates in other collaborative efforts with other divisions within the Department, other state departments, stakeholders and a variety other community entities in order to facilitate program implementation and foster relationships.

WORKING CONDITIONS: Work is performed in an open-spaced partitioned office environment. The office is located in a multi-story building in downtown Sacramento. Work requires the use of a personal computer, review of documents, making telephone calls, and other job-related tasks for periods of up to four hours. May require working under stressful conditions and irregular hours during peak workload periods. May require occasional overnight travel (up to 10 percent) to locations throughout the State.

DESIRABLE QUALIFICATIONS:

Knowledge of computer programs (Outlook, MS Word, MS Excel); affordable housing and economic development trends; principles and practices related to public administration, budgetary preparation and control; basic underwriting of real estate transactions; practices of housing acquisition and development, economic and community development functions, including construction, renovation, and funding mechanisms; general problems and planning principles in the development of low-income housing; legal procedures and documents in real property transactions; processes of community and group interaction in developmental disabilities planning procedures, in addition to current trends in the developmental disabilities system, public health, assistive devices and adaptive equipment, and public welfare, and governmental accounting procedures.

Able to utilize a variety of analytical techniques to resolve complex housing issues; analyze situations accurately and take effective action; develop and maintain harmonious relationships with professional personnel in the field related to the coordination and development of services and housing for individuals with a developmental disability.

CERTIFICATION OR LICENSE: None.